# Guidance Notes for Students at the End of the Standard Enrolment Period for their Programme

**These notes should be read together with the Regulations for Awards: I6.2 *Options at the End of the Standard Period of Enrolment,* which are available on the web or through UniLearn.**

No later than three months before the end of your standard period of enrolment, you must complete this form to indicate how you intend to complete and submit your thesis.

You should submit this form in full to your school PGR admin office.

At this stage, your options are to:

1. notify your school of your intention to submit your final thesis for examination by your existing deadline;
2. apply to enrol for the submission pending period, which will allow you additional time to finish writing up your thesis (this is only available at the end of the maximum standard enrolment period for your award);
3. apply for an extension to the standard enrolment period, which will allow you additional time to complete your research.

You must ensure that you have read these guidance notes carefully before completing this form, and that you have fully considered your situation and actual progress made to date. There are implications for each of these, and by submitting an application you are declaring that you have read and understood this.

## Option A: Notification of Intention to Submit your Final Thesis

* Please note that you are not allowed to submit your thesis before the end of the minimum enrolment period for your programme.
* You should speak to your supervisor to ensure examination arrangements are underway.
* You must re-register as a current student when requested to do so, no additional fees will be payable following final thesis submission

## Option B: Application to Enrol for the Submission Pending Period

* The submission pending period is for students who only need to finish writing-up their thesis and not for continuing with active research.
* At the end of the submission pending period, no further extension of time will be allowed and you must submit your work for examination.
* During the submission pending period, you should expect to receive only minimal supervision, usually meeting once every two months.
* You should refer to the University’s guidelines for the *Preparation and Submission of Thesis for Examination* to understand your responsibilities for organising and planning during this final stage.
* You will not be allowed access to laboratories/ specialist equipment during the submission pending period.
* The fee is set at a lower rate for this period to reflect the reduced access to facilities and academic support.

**Important: no further extension to time is allowed at the end of the submission pending period.**

Please ensure that you consider this, especially if your supervisor recommends that you need an extension to time to complete your active research. If you ignore this advice and continue into submission pending, you cannot then request a further extension to your submission deadline under any circumstances. If you do not meet this deadline, you will be failed as a non-submission.

## Option C: Extension of Time

* You can apply for an extension to your study time only at the end of the standard period of enrolment for your award.
* A list of programmes where an extension of time may be allowed can be found in the Regulations for Award, Section I6.1.
* The maximum, total length of extension you can apply for depends on the programme you are enrolled on; please refer to Section I6.4 in the Regulations for Awards for more details.
* You cannot apply for an extension if you are currently in the submission pending period.
* If your extension to time request is approved, you will be liable to pay full fees (calculated pro-rata according to the length of extension agreed). You should not assume that your sponsor or fee waiver that may be in place will cover this additional cost. In most instances it will be your responsibility to pay the additional fees. Please ensure you clarify this with your school/ sponsor before you submit an application.

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| Up to 4 months in total | 25% of standard tuition fee |
| Up to 8 months in total | 50% of standard tuition fee |
| Up to 12 months in total | 100% of standard tuition fee |

* If your supervisor recommends that you need an extension of time to complete your active research or data collection and you choose to ignore this, you cannot ask for additional time at a later date. Once you enter into the submission-pending period, there is no opportunity for additional time and you must submit by the deadline or be classed as a non-submission.
* Your application will not be considered without the appropriate supporting documents.
* If you are given an extension to time, you should continue with regular supervision during this period and you will have full access to University facilities.
* If you are applying for an extension of time and are here on a tier 4 student visa, you must speak to the International Office to understand the implications this may have for you. An extension of time does not change or affect anything to do with your visa, it only updates your submission deadlines.

**Please be aware that if you fail to complete and submit this form within the required timeframe, the University will take this as confirmation that you intend to submit your thesis for examination on or before the final day of your standard period of enrolment.**

# Options Form: End of the Standard Enrolment Period

No later than three months before the end of the standard enrolment period for the award you are registered on you must indicate how you intend to proceed. Your options are as follows:

1. notify your school of your intention to submit your final thesis for examination by your existing deadline;
2. apply to enrol for the submission pending period, which will allow you additional time to finish writing up your thesis (this is only available at the end of the maximum standard enrolment period for your award);
3. apply for an extension to the standard enrolment period, which will allow you additional time to complete your research.

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| **SECTION 1: Your Details** | |
| Student Name: | ALAMINA IYALLA JOHN |
| Student Number: | U1273400 |
| Research Degree: | PHD INFORMATICS |
| School: | COMPUTING AND ENGINEERING |
| Main Supervisor: | DR D. R. WILSON |
| Start Date: | 01/01/2015 |
| Mode of Attendance: | Full time  Part time |
| Title of Thesis: | Low Resource End-To-End Speech Recognition |

Please complete **either** section A, B **or** C **only** when indicating your option

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| **OPTION A: Notification of Intention to Submit (refer to the Guidance Notes)** | | | |
| What is the current end date of your standard period of enrolment? | | |  |
| Date of Intended Submission:  **Please note this cannot be earlier than the minimum period of enrolment for your award** | | |  |
| **OPTION B: Submission Pending Period (refer to the Guidance Notes)** | | | |
| What is the current end date of your standard period of enrolment? | |  | |
| **Supporting Documents**  **You must supply the following documents with this application to enrol for the submission pending period:** | | | |
|  | A written report outlining progress to date, including progress made with writing-up | | |
|  | Explicit confirmation that all primary research/ laboratory work has been completed | | |
|  | A detailed plan for submission with the maximum period permitted for the award you are registered on | | |

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| **OPTION C: Extension of Time (refer to the Guidance Notes)** | | |
| What is the current end date of your standard period of enrolment? | | 31/12/2018 |
| What length of extension are you requesting? | | 12 months |
| Is this application to extend a current, approved period of extension of time? | | YES |
| If yes, please provide details: | | THE EXTENSION IS TO BE BACKDATED TO 31/12/2017 |
| **Supporting Documents**  **You must supply the following documents with this application for an extension to time:** | | |
|  | A written report providing a summary of work completed to date | |
|  | A plan for completing the research relating to the amount of time requested in the application | |

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| **SECTION 2: Supervisor’s Recommendation** | | |
| I have discussed this application with my student, in particular progress made to date, and have advised the following (**only one option should be selected)**: | | |
|  | **Option A:** The work will be ready to submit by the date indicated in Option A above and I understand I must submit full exam arrangements to the school ahead of this date and in line with the University’s requirements | |
|  | **Option B:** The student has completed all active research and data collection and is on track to submit the thesis for examination within the maximum submission pending period. I understand the student will not be allowed any further extension to time at the end of the submission pending period permitted for the award. | |
|  | **Option C:** The student needs additional time to complete his research and an extension to time of       months is required | |
| Further comments **(this section must be completed where your recommendation is different to the preferred option of the student)**: | | |
| Supervisor’s Name: | |  |
| Supervisor’s Signature: | | Date: |

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| **SECTION 3: Your Confirmation** | | | |
| I confirm that:   * I have read and understood the guidance notes attached to this form * I have noted my Supervisor’s recommendation and understand the implications if I have decided against this advice * I understand that no further extension to my submission date will be allowed at the end of the submission pending period under any circumstances, and I must submit my work. * I understand that if I have requested an extension of time, I will be liable to pay the full fees (see fee table in guidance notes) | | | |
| Signed: | I.J. ALAMINA | Date: | 03/12/2018 |

**To be completed by your School**

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| **SECTION 4: School PGR Admin** | | |
|  | 2017/18 Regulations accepted?  End Dates in RDS and SPR updated?  Application form completed fully and all required documentation appended?  Documents uploaded to Wisdom?  If approved for an extension to time, are full fees to be charged?  Extension to End Date form submitted to pgrsuspensions@hud.ac.uk | |
| Name: | | Date: |

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| **SECTION 5: Director of Graduate Education Review** | | |
|  | I am satisfied that this application has been reviewed thoroughly by the supervision team and that their recommendation is appropriate | |
| Name: | | |
| Signed: | | Date: |